



## Minutes of a Meeting of the Board of Trustees

12th December 2023 6.00pm - 8.00pm

Held off site in Ponsonby

The December Board meeting is an "urgent matters only" meeting to approve budget and financials. All reports that have been included in this agenda have been taken as read and all questions directed to the Principal prior to the meeting for clarification.

**Attending:** Nick Mackeson-Smith, Janine Irvine, Vijay Patel, Anne-Marie Shepherd, Michelle Nayagam, Emma Henderson

**Apologies:** Vicki Brooke, Anthony Fong

**Scribe:** Janet Glover

### **Karakia / Mihimihi**

The trustees joined in a Karakia and Nick shared a mihimihi.

1. **Minutes of Previous Meeting** (taken as read)  
It was noted that the November Board meeting was cancelled due to minimal discussion required. Deferred to December meeting. As there was no November meeting held, the October Minutes were made available for approval.

**Motion:**

***That the Minutes of the meeting held on 24 October 2023 be approved.***

***Moved: Nick Mackeson-Smith (Chair)***

***MOTION: Agreed***

2. **Principal Concurrence**  
Previously approved for 3 years from 2023 to 2025 with instructions for review at the end of each year.

**Motion:**

***That the Principal's Concurrence be rolled over for the 2024 year.***

***Moved: Nick Mackeson-Smith (Chair)***

***MOTION: Agreed***

3. **Finance Report - October 2023**  
The Finance Report for the month of October was distributed prior to the meeting (taken as read).

**Motion:**

***That the Finance Report for October 2023 with a surplus of \$229,618 be approved.***

***Moved: Nick Mackeson-Smith (Chair)***

***MOTION: Agreed***

4. **Projected Balance Sheet / Projected Cash Flow**  
This document was not included in the August Board meeting minutes and so is being brought to the attention of the Board for minute purposes only. The figures hold no relevance at the time of this meeting as it only shows the projected position in line with the budget as at July.

**Motion:**

***That the Projected Balance Sheet with a projected Working Capital of \$515,393, the Total Projected Cash held at the end of the year of \$621,249, and a depreciation value of \$260,000 be accepted.***

***Moved: Vijay Patel, Seconded: Nick Mackeson-Smith***

***MOTION: Agreed***



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5. **Annual Report 2022 - Deloitte**

The Annual Report and Financial Statements for the year ended 31 December 2022 have now been received from Deloitte and reviewed.

Letter of Representation and Confirmation of Subsequent Events

**Motion:**

***That the Annual Report for the year ending 31 December 2022 with a Net Surplus of \$16,243 be approved***

***Moved: Nick Mackeson-Smith***

***MOTION: Agreed***

Representation Letter and Confirmation of Subsequent Events (letter) for the year 1 January to 31 December 2022 be accepted.

**Motion:**

***That the Representation Letter for the Year Ended 31 December 2022 and the Confirmation of Subsequent Events (letter) be approved.***

***Moved: Nick Mackeson-Smith***

***MOTION: Agreed***

*Presiding Member to execute documents for return to Deloitte. Once approved and signed off by Deloitte the Final executed documents will be returned for filing. This will be ratified as received at the first meeting in 2024.*

Management Letter Points and Responses

**Motion:**

***That the Management Letter of points and subsequent responses be accepted***

***Moved: Nick Mackeson-Smith***

***MOTION: Agreed***

6. Draft Budget 2024

Distributed by email - taken as read.

It was noted that the \$6,000 received for Principal's Welbeing in September 2023 should be held in Uncommitted Funds to be used in the 2024 year.

Note for Accounts - \$6,000 needs to go into uncommitted funds

**Motion**

***That the Budget for 2024 be accepted***

***Moved: Nick Mackeson-Smith***

***MOTION: Agreed***

It was noted that the 2024 Fiesta income would go towards the Junior Playground Enhancement behind Roms 5-10 (being replaced in 2024).

**The meeting closed at 6.30pm**